

# Intelligence Orientation (Memoranda) 1949-1956

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File

19 July 1949

TO : Joint Training Committee  
FROM : Chief, Staff Training Division, TRS  
SUBJECT: OPC Stop-Gap Course

1. According to your request I have worked out more specific plans for the OPC Stop-Gap Course to be conducted during August and September.

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2. The details for the basic program as approved by [ ] and the Committee have been worked out by the undersigned with [ ] who will be the Chief Instructor for the basic phase and will prepare and conduct the course under my general supervision. The tentative schedule is attached to this memorandum. The TRS support given to this basic phase of the Stop-Gap Course is greater than originally planned.

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3. For the advanced phase, my suggestion that [ ] be made Chief Instructor has been approved. I have prepared a tentative schedule in which I have incorporated some of [ ] suggestions. A copy of this schedule is attached.

4. The support provided by TRS for the advanced phase of the Stop-Gap Course will be as follows:

(a) TRS instructors will deliver twenty-one lectures and demonstrations. All key lectures on operational trade-craft will be given by operations instructors of TRS.

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(b) TRS operations instructors will assist Messrs. [ ] in preparation of outlines on other operational topics.

(c) TRS will furnish advice and suggestions on operational problems, written examinations, and other laboratory work.

(d) TRS instructors will, where possible, attend discussions and lectures and assist in reviewing some of the students' papers.

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5. For both phases of the Stop-Gap Course, the Chief, Staff Training Division, will render support by

(a) Reviewing the final programs as prepared by the Chief Instructors.

(b) Reviewing the lecture outlines.

(c) Reviewing the security aspects of both phases as planned by the Chief Instructors.

(d) Supervising the general conduct of both courses.



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25 July 1949

MEMORANDUM TO: COP

SUBJECT: Emergency Training Program

1. The Emergency Training Program, which has been laid on for a group of 10 Operations Officers away from CIA installations has, as you know, been made possible only by straining our very limited training facilities and with the complete cooperation of the OSO Training Staff.

2. To prevent possible misunderstandings in the future I want to remind you that, because of the extreme shortage of trained instructors, it is extremely doubtful that this program can be continued beyond the two-month period of August and September.

3. Every effort is being made to increase the instructor strength of our Training Staff, and I propose that the situation be observed very closely during the ensuing two months as to the possibility of acquiring sufficient instructor personnel to continue the Emergency Program and as to the advisability of its continuance from a security standpoint. On the latter score, it is recommended that during the months of August and September Messrs. [ ] make a check of the Emergency Training Program to ascertain whether the security risks involved in this special course are greater or less than would have been incurred had this class been given in a regular CIA installation.

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/s/

[ ]  
Chief of Support, OPC

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cc: TOS ✓  
OPC Registry (2)

TPS/mth

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TO : COS/OPC  
FROM : TRS/OSO  
SUBJECT: Special Courses for OPC

28 July 1949

1. In accordance with our conversations of 26 July, the following courses will be run during August and September for the OPC operations officers due to report during August.

a. Two Basic Training Courses: (8 August - 2 September)

One in Building 14.

One in Pentagon or State Department.

b. One Operations - OPC Course: (6 September - 30 September)

In Building 14

2. You will note that it will be impossible to run more than one Operations Course during September. The primary reason for this is that the few competent operations instructors on our staff will be unable to handle more than the operations phase of the special course referred to in paragraph 1.b. since they must, at the same time, prepare their materials for the regular Operations Course scheduled to begin on 19 September.

3. We still hope that it will not be necessary to run the second Basic Course (paragraph 1.a.). When this course was originally planned, it was assumed that ten students would attend. Because of delay in security clearances and for other reasons, it now appears that a course may have to run for as few as five students. I suggest that the future assignments, cover arrangements, and other security factors be reviewed in the hope that some of the students can be put in the regular basic and others trained by the

4. I suggest that a similar review be made of those who would have been trained in the second(outside) Operations Course, had this course been feasible. If these students do take the Basic at the Pentagon or State, some may not qualify for further training. Also, by then, their futures may be more definitely known and it may be possible to shift them either to the regular Operations Course or to Covert Training.

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Security Information

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NOTICE

TRAINING  
10 April 1953

BASIC INTELLIGENCE TRAINING  
AGENCY INDOCTRINATION PROGRAM

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Reference: Regulation No.

1. Beginning 20 April 1953, nonexempted, fully cleared staff employees and military personnel being appointed to professional positions will be scheduled to attend the appropriate basic intelligence course as required by the referenced Regulation.

2. Since basic intelligence training courses will henceforth begin on Mondays, the Agency Indoctrination Program is being rescheduled to be given on Thursdays. All personnel will be scheduled to attend the Indoctrination Program on the Thursday following the date they enter on duty. Those designated for basic intelligence training will be scheduled to attend a testing session, preparatory to such training, on the Friday following their entrance on duty.

3. Operating offices will receive notification of course scheduling on the Entrance-on-Duty Notice (Form 37-114).

4. In order to implement paragraph 5b, referenced Regulation, Office heads, or their designees, will indicate in Item No. 21 (Remarks) of the Request for Personnel Action (SF-52) on new appointments, whether an exemption from basic intelligence training has been requested or granted. In the absence of such an indication the Personnel Office will schedule this training.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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Security Information

7 April 1953

MEMORANDUM FOR: Chief, Intelligence Training Division, TR(G)  
Chief, Orientation and Briefing Division, TR(G)  
Chief, Basic Training Division, TR(S)  
Chief, Assessment and Evaluation Staff, OTR

SUBJECT : CIA Regulation ☐ subject: Basic Intelligence Training

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1. Effective 20 April 1953, the Personnel Office will EOD all new professional personnel on Monday of each week; processing by the Personnel Office requires three days. On Thursday of each week such personnel will receive indoctrination and Security Briefing. On Friday of each week they will be tested.
2. The BIC(I) will begin the first Monday in May, and the first Monday of every month thereafter. The BIC(CS) and the BIC(Sup) will begin on the second Monday in June, and every seventh Monday thereafter. New professional personnel who, after the completion of entry-on-duty processing, cannot be processed directly into basic intelligence training, will be assigned to their sponsoring office pending the beginning of the next appropriate Basic Intelligence Training Course.
3. The Chief, Orientation and Briefing Division, beginning 23 April, will conduct the Indoctrination Course on Thursday of each week for new professional personnel under subject regulation.
4. The Chief, Assessment and Evaluation Staff, beginning 24 April, will conduct testing on Friday of each week for new professional personnel under subject regulation.

5/  
MATTHEW BAIRD  
Director of Training

*Sup. Sup. 12*

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Security Information

STANDARD FORM NO. 64

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Executive Registry

4.9409

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Deputy Director for Intelligence  
Attn: [REDACTED]

DATE: 22 APR 53

FROM : Deputy Assistant Director for Operations

SUBJECT: Basic Intelligence Training

REF. : CIA Notice [REDACTED] dated 10 April 1952, same subject

In accordance with discussion between the Director of Training and the undersigned, automatic deferment from subject training is requested for OO personnel [REDACTED]

[REDACTED]

Exemption approved.

[REDACTED]

2 May '53

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Security Information

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M4379

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Training

FROM : Assistant Director for Communications

SUBJECT: Request for Exemption from Basic Intelligence Training Courses

DATE: APR 24 1953

Ref : Regulation  dated 13 March 1953

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1. Normally, all new professional grade GS-7 and above and all non-clerical grade GS-5 and GS-6 personnel entering on duty with the Office of Communications are given specialized communications training at  other locations. This training is designed to increase the individual's competence within the specialized field of communications for which the individual has been selected. The degree with which the individual successfully completes the curriculum determines in the majority of cases his future assignment and whether or not he is to be retained by this Office.

2. It is not desired to expose these new personnel to the broader aspects of Agency activities until determination has been made as to competence in the Communications field. Therefore, it is believed that such personnel should be enrolled in the Basic Intelligence Training courses only after successful completion of the Communications Training courses and an overseas tour of at least two years.

3. It is therefore requested that all new professional and non-clerical grade GS-5 and GS-6 personnel of the Office of Communications be exempted from the Basic Intelligence Training courses upon their entrance on duty. However, they will be scheduled for the appropriate Basic Intelligence Training course upon meeting the above requirements and will be enrolled in accordance with the procedures set forth in the above reference.

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Security Information

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SECURITY INFORMATION

Assistant Director for Communications

29 April 1953

Director of Training

Request for Exemption from Basic Intelligence Training Courses

1. The Director of Training concurs fully in the request for exemption from the Basic Intelligence Training courses of certain Office of Communications employees.
2. Reference Paragraph 2 of your request of 24 April, it is suggested that there may be occasions when employees who have successfully completed the Communications Training courses and have otherwise demonstrated their potential for career employment in CIA could be enrolled in the 6-weeks' Basic Intelligence Training courses prior to their departure for an overseas assignment. Should such occasions arise, I feel sure there will be no difficulty in enrolling them in appropriate courses.
3. The above should not be construed as a disapproval of the basic request for exemptions, which this Office concurs in.

SIGNED

MATTHEW BAIRD

MB:mrj

**SECRET**

3 May 1953

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS

SUBJECT: Request for Exemption from Basic  
Intelligence Training

1. The Director of Training concurs fully in the request for exemption from the Basic Intelligence Courses of CO personnel entering on duty in the field.

2. It is suggested that when such personnel return for headquarters duty they be enrolled in appropriate training courses.

WALTER WIND  
Director of Training

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**TRAINING**  
13 March 1953

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**REGULATION**

## BASIC INTELLIGENCE TRAINING

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#### 1. GENERAL

- The CIA Career Service Program, approved by the Director of Central Intelligence, provides that all new personnel recruited to fill professional positions in the Agency be required to go through a training program in order to give them an adequate basic intelligence background.
- The training objective contained in the above-stated directive is in effect in the Deputy Director (Plans) offices. It is the purpose of this Regulation to extend basic intelligence training to all offices of the Agency.
- Training for the above-stated purposes is identified as Basic Intelligence Training, and consists of a series of courses which are taken either singly or in combination as hereinafter provided. Such training is designed to increase understanding of the principles, impart knowledge and develop skills in the methods and techniques of intelligence and executive action.
- This Regulation applies to all new professional personnel of the Agency and to those on-duty professional personnel who may be selected by their respective Office heads to receive it. Pending the issuance of listings of professional positions by the Personnel Office, professional positions shall mean all positions in grades GS-7 and above, and nonclerical positions in grades GS-5 and GS-6.

#### 2. POLICY

- All new professional personnel shall, unless exempted, receive basic intelligence training. When designated by their respective Office heads, such personnel shall receive additional intelligence training to prepare them for specific duty assignments.
- Exemption from basic intelligence training may be requested for new professional personnel who possess an adequate intelligence background, either by virtue of equivalent intelligence training or significant intelligence experience. All requests for exemption are subject to approval of the Director of Training.
- Satisfactory completion of basic intelligence training shall in each case be a necessary but not the sole condition in granting full career status to new professional personnel not exempted from such training.

#### 3. BASIC INTELLIGENCE TRAINING COURSES

The following courses have been established to meet the minimum training objectives approved by the Director of Central Intelligence:

##### a. CLANDESTINE SERVICES REQUIREMENTS

A series of courses in the principles, methods, and techniques of intelligence and executive action designed to meet the requirements of the clandestine services.

##### b. DEPUTY DIRECTOR (INTELLIGENCE) REQUIREMENTS

A basic intelligence course (BIC), of six weeks, in the principles, methods, and techniques of intelligence designed to meet the requirements of the Deputy Director (Intelligence) offices.

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**REGULATION**

**TRAINING**  
13 March 1953

**c. DEPUTY DIRECTOR (ADMINISTRATION) REQUIREMENTS**

A basic intelligence course of six weeks combining pertinent elements of the BIC with training in clandestine services administrative support (BIC/Sup) to meet the requirements of the Deputy Director (Administration) offices.

**4. RESPONSIBILITIES****a. The Director of Training shall:**

- (1) Develop, direct, and conduct courses for the basic intelligence training of new and on-duty personnel.
- (2) Establish performance standards to be met by all personnel in basic intelligence training.
- (3) Provide for training reports appraising the performance of all personnel in basic intelligence training and transmit reports to the Office head concerned and to the Assistant Director (Personnel) for their information and action.
- (4) Review and act upon all requests for exemption submitted by Office heads.

**b. Each Office head shall:**

- (1) Request the training of personnel who are to be prepared for specific duty assignments.
- (2) Request exemptions from training for personnel who meet the exemption criteria stated in 2 b above.
- (3) Advise and assist the Director of Training in the development of new basic intelligence training courses, as may be required, and the continuing improvement of existing basic intelligence training courses.

**c. The Assistant Director (Personnel) shall:**

- (1) Identify all professional positions in the Agency and designate such positions on the Personnel Position Inventory; disseminate listings of professional positions, as appropriate.
- (2) Assure the processing of all nonexempted new personnel into basic intelligence training as part of their entry-on-duty procedure.

**5. PROCEDURES****a. ENROLLMENT**

Nonexempted new professional personnel will be enrolled in basic intelligence training courses by the Registrar of the Office of Training; on-duty professional personnel will be similarly enrolled at the request of the Office head concerned. The appropriate training request form will be used.

**b. EXEMPTION**

Request for exemption will be submitted by Office heads to the Director of Training in triplicate, in each case. The Director of Training will notify the Office head concerned and the Assistant Director (Personnel) of his decision. The Office head may appeal the decision to the appropriate Deputy Director who will notify the Director of Training, the Assistant Director (Personnel) and the Office head of his action which shall be final.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

**WALTER REID WOLF**  
Deputy Director  
(Administration)

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9 April 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 23-53

SUBJECT: Basic Intelligence Training

REFERENCE: Regulation No.  Basic Intelligence Training, dated  
13 March 1953  
Agency Notice No.  Basic Intelligence Training

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1. The following procedures are established to implement Paragraph 4c, referenced regulation, which defines the responsibilities of the Personnel Office for identifying professional positions and scheduling professional level employees to basic intelligence courses during the entrance on duty process.

2. Professional Employees.

a. Professional positions shall mean all staff employee positions in Grade GS-7 and above, non-clerical positions in Grades GS-5 and GS-6, and the following military personnel: officers, enlisted personnel grades 7 and 6, and lower grades in the intelligence career field.

b. The Personnel Divisions (Overt, Covert and Military) will identify on the position inventories all non-accepted professional positions (as defined) in order to facilitate the scheduling of new employees to the basic intelligence courses.

3. Exemptions.

Exemptions from attendance at basic intelligence courses involving positions or individuals must be authorized by the Director of Training, or in the case of appeal, by the Deputy Director concerned.

a. Individual exemptions.

(1) Operating Offices will advise on the appointment request (Item 21, SF-52) whether an exemption from BIC training has been requested or granted.

(2) The Transactions and Records Branches (Overt or Covert) and the Military Personnel Division will appropriately flag the appointment pending receipt of a decision by the Office of Training or the Deputy Director concerned before scheduling training.

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b. Blanket exemptions.

(1) Notice of blanket exemptions for indicated positions will be transmitted to the Personnel Office by the Office of Training.

(2) In such cases the respective position inventory files will not carry flags for the exempted positions.

4. Security Clearance.

Full clearance is required for attendance at courses.

5. EOD Processing and Training Scheduling.

The following procedures will be followed in order to register non-exempted personnel appointed to non-exempted professional positions in the appropriate basic intelligence course at the time they enter on duty.

a. Type of Training.

The Transactions and Records Branches (Overt or Covert) or the Military Personnel Division, as appropriate, will indicate in Item No. 21 (Remarks) of appointment requests (SF-52) for non-exempted professional positions the type of basic intelligence training course to which the appointee should be scheduled, i.e.,

[  
BIC(CS) - for DD/P personnel.  
BIC(I) - for DD/I and DCI personnel.  
BIC(SUP) - for DD/A and Commo personnel.

(Note: for OIR personnel - take appropriate remark from SF-52)

b. Notification of Personnel Action.

One of the following remarks, as appropriate, will be typed in Item No. 21, (Remarks), Notification of Personnel Action (SF-50 or SF-52, as appropriate) on appointments to non-exempted professional positions:

BIC(CS) is required  
BIC(I) is required  
BIC(SUP) is required

c. Advance Notice to Registrar, Office of Training.

The Transactions and Records Branch (Overt or Covert) or the Military Personnel Division, as appropriate, will transmit a roster (in triplicate) each week to the Office of Training, listing applicants

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for non-exempted professional positions from whom information has been received indicating an EOD date. The roster will be prepared and transmitted to the Registrar, OTR, each Friday and will include information for the week as of the close of business Thursday. The following data will be indicated on the roster: name, grade, position title, organization (Office, Division, Branch), type of clearance, and date of anticipated EOD.

d. EOD Notice.

(1) One additional copy of the entrance on duty notice (Form 37-114) will be prepared and distributed to the Registrar, Office of Training, for those individuals requiring BIC training.

(2) The following remark, as appropriate, will be entered in Item No. 10 (Remarks) of Form 37-114:

BIC(CS)	(date of course)	or	(Pending Full Clearance)
BIC(I)	(date of course)	or	(Pending Full Clearance)
BIC(SUP)	(date of course)	or	(Pending Full Clearance)

(3) The individual will be notified verbally of the training requirement and beginning date of the course, by the appropriate appointment clerk.

e. Follow-up on Clearances.

In those cases when the individual has entered on duty with less than full clearance an amended Entrance on Duty Form (37-114) will be prepared and distributed to the gaining office and the Office of Training at the time full clearance is received by the appropriate Transactions and Records Branch or Military Personnel Division. The following remarks will be entered in Item No. 10, Form 37-114:

Amended EOD Notice.

BIC(CS, I, or SUP) is scheduled (date of next appropriate course).

f. Scheduling.

(1) The Office of Training will provide the Transactions and Records Branches (O) and (C) and the Military Personnel Division with course schedules for approximately six months in advance. Courses will begin on Mondays. Individuals entering on duty prior to close of business on Tuesday preceding BIC courses beginning on Monday of the following week will be scheduled for those course sessions. Individuals entering on duty after close of business Tuesday preceding BIC courses beginning Monday the following week will be scheduled for the next course. In cases when an individual designated for BIC

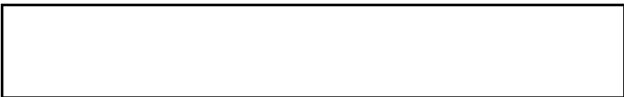
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training does not enter on duty Monday or Tuesday preceding the opening date of a course, and there will be a time lag between the EOD processing and basic intelligence training, he will report to the gaining office for duty pending the beginning date of the next course.

(2) Entrance on Duty Notices initiated during the week preceding beginning dates of BIC courses will be hand-carried to the Registrar, Office of Training by the appropriate Transactions and Records Branch or the Military Personnel Division.

(3) All non-exempted professional personnel, regardless of type of clearance, entering on duty will be scheduled by the Transactions and Records Branch (Overt or Covert, as appropriate) or the Military Personnel Division, to report for testing at 9:00 a.m., Friday, following their EOD. They will be directed to report to Room 106 - R and S Building.

(4) Hereafter, all staff employees and military personnel reporting for duty will be scheduled for the Indoctrination Program in Central Building Auditorium on Thursday, following their EOD.

  
GEORGE E. MELOON  
Personnel Director

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*file  
B. C. G. L. G. L. G.*

22 May 1953

MEMORANDUM FOR: DIRECTOR OF SECURITY

SUBJECT: Request for Exemption from Basic Intelligence Training

1. The Director of Training concurs fully in the request for exemption from the Basic Intelligence Courses of I&S

2. It is suggested that when such personnel return to headquarters' assignments they be enrolled in appropriate training courses.

MATTHEW BALD  
Director of Training

*my sent 2/12  
for sig 22 May*

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Military personnel must attend testing the same as any other new EOD's.

individual

Requests for/exemption after approval by Col Baird should have a memorandum (see attached) prepared in 4 copies: 1 to Office, 1 to T/O, 1 to Personnel (covert or overt as appropriate) and one for our files.

Blanket exemptions will have a dictated memorandum by Col. Baird written and 1 copy will go to Personnel (overt or covert), orig to office, 1 for our BIC policy file.

Postponements from a scheduled BIC to a later one (not more than 4 courses ~~within~~ later) may be approved by the Registrar. A memorandum is required from the office stating request and justification and indicating what course the individual is to be postponed to.

Security Information  
C O P Y

25 November 1953

MEMORANDUM FOR: Director of Training  
VIA FI training Officer  
SUBJECT Training of RI Employees  
REFERENCE: CIA Regulation No.

25X1A

1. It is requested that the training of new RI Jr. Professional employees be delayed until they have been on duty in RI long enough to have completed their "on duty" training and earned their first promotion.

2. This request is made to eliminate the conflicts with the presently established uniform and equable training program that is now in effect in RI.

3. The current RI Training Program calls for individual briefing, tours, and lectures for all new personnel by the RI Training Officer, and on-the-job training by the Supervisors concerned. In addition, all RI professional and supervisory personnel are being scheduled for the BIC and the ADMIN SUPPORT courses. The RI quota for these courses is being increased from two (2) to four (4), starting 11 January 1954.

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/s/

Chief, RI

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Concur:

/s/

FI Training Officer

Comments on cover sheet as follows: "A program has been worked out with Chief, RI whereby his personnel will be trained on a priority or need for basis. Such a program appears adequate to the undersigned and for this reason concurs in and requests approval of the attached request." signed

"Approved on assurance that subject employees will be enrolled in BIC(CS) and SUPP after 6 mos on duty." signed M. Baird.

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S-E-C-R-E-T

1 February 1954

MEMORANDUM FOR: Staff and Division Personnel, DD/P

SUBJECT: Descriptive Titles for CS Basic Training Courses

1. The revision of Phase III of the Basic Training Program has been announced recently. In the interest of quickly indicating to supervisors and new trainees the general nature of all three common courses of basic instruction, the following brief titles are given to the respective phases of the program:

Phase I - Orientation

Phase II - CS Methods and Techniques

Phase III - CIA Clandestine Operations

2. Phase I above is identical with MIC(CS). The latter identification as well as any course titles for the other two phases which are at variance with the above will continue to be recognized for the present. As catalogues, long term schedules, training request forms, etc., are subsequently revised, conflicting terminology will be replaced by the newly adopted nomenclature.

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MATTHEW BAIRD  
Director of Training

S-E-C-R-E-T



**CONFIDENTIAL**

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[redacted]  
Training Liaison Officer, ORR

15 March 1954

Director of Training

Attendance of Cartographic Draftsmen and Illustrators  
at HIC

R&F:

CIA Regulation No. [redacted] dated 13 March 1953

25X1A

1. Inasmuch as your memorandum of 8 March, subject above, is informal in nature and not a specific request from AD/OIA for exemption of personnel, I will answer it in an informal manner.
2. Generally speaking, I believe completely that the Office head should in every case be the final authority on exemptions of his personnel from any training course. The regulations may give me the responsibility for approving requests but, in practice, I never disapprove any requests for exemption from training courses which come from an Office head.
3. I agree with you that Cartographic Draftsmen and Cartographic Men and Illustrators (General) at GS-5, GS-6 and GS-7 levels may not get specific value from the BIC (I). I contend, however, that there is much in the six-weeks course which is of general value to any employee in CIA.
4. Unless the on-the-job training process in CIA concerns itself with the position of CIA in the governmental structure and the missions and functions of the many offices within CIA, I doubt whether your employees will receive what they would normally get in BIC (I) and which, in my estimation, is of value to anyone working in CIA. I believe that all of us perform better on our jobs if we know something about the outfit for which we are working and in which we presumably plan to make a career. I am also a strong believer in the theory that all people in a support capacity, such as your Cartographers, do a more intelligent job if they know something about the work they are supporting.
5. A little over one week of the six-weeks course in BIC (I) is, as you know, devoted to the Communist Party and the theory of Communism, in general. Again, I believe that all people working in CIA should know something about the background of CIA's main target. I doubt whether any of your Cartographers know much about Communism, Russia or the Russians.

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6. However, you may be sure that I will not disapprove any request for exemption of personnel from HIC (I) from ORN which is made by the AD/ORN.

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MATTIA D. D.

MB:ep

cc: C/ITD/OTR  
Registrar ✓

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OCI-6792

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4 June 1954

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[Redacted]  
National Security Agency  
3801 Nebraska Avenue, N. W.  
Washington 25, D.C.

25X1A

Dear [Redacted]

Beginning with the July course, the Agency's Office of Training is revising the Basic Intelligence Course in which several of your employees have been enrolled. In place of the present course of six weeks, we plan to offer a course of two parts, the first three weeks to be devoted to orientation in intelligence principles and organization and the following four weeks to training in the methods and processes of producing intelligence. We think that the revised course will constitute a more effective training program for intelligence analysts and research officers.

CIA desires to continue to offer places in the Basic Intelligence Course to your professional employees, since we believe that the exchange of ideas and the association of intelligence officers during the training period are mutually beneficial to our agencies. The Office of Training, therefore, will be pleased to accept your nomination of one intelligence officer to each class.

The revised course will be offered bi-monthly, and the opening dates for the rest of 1954 will be 6 July, 7 September, and 1 November. A top secret security clearance is a prerequisite. The names of employees nominated to take the course should be notified to the Agency in accordance with the present procedures.

Sincerely yours,

15/ H. D. SHELDON  
HUNTINGTON D. SHELDON  
Assistant Director  
Current Intelligence

OTR/ITD/HMS:ams (28 May 1954)  
Distribution:

Original &amp; 1 - Addressee

1 - [Redacted] (OTR)

1 - [Redacted] (OTR)

1 - Subj. File (OCI)

2 - Chrono.

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JUN 2 1954

Major General Arthur G. Trudeau  
Assistant Chief of Staff, G-2  
2E-458 The Pentagon  
Washington 25, D.C.

Dear General Trudeau:

Beginning with the July course, the Agency's Office of Training is revising the Basic Intelligence Course in which several of your employees have been enrolled. In place of the present course of six weeks, we plan to offer a course of two parts, the first three weeks to be devoted to orientation in intelligence principles and organization and the following four weeks to training in the methods and processes of producing intelligence. We think that the revised course will constitute a more effective training program for intelligence analysts and research officers.

CIA desires to continue to offer places in the Basic Intelligence Course to your professional employees, since we believe that the exchange of ideas and the association of intelligence officers during the training period are mutually beneficial to our agencies. The Office of Training, therefore, will be pleased to accept your nomination of one intelligence officer to each class.

The revised course will be offered bi-monthly, and the opening dates for the rest of 1954 will be 6 July, 7 September, and 1 November. A top secret security clearance is a prerequisite. The names of employees nominated to take the course should be notified to the Agency in accordance with the present procedures.

Sincerely yours,

MATTHEW DAIHD  
Director of Training

OTR/ITD/HMS:ans (28 May 1954)  
Distribution:

Original & 1 - Addressee  
1 -   
1 -   
2 - Chrono.  
1 - Subj. File

STATINTL

**SECRET**

EO 3371

COPY

25 October 1954

MEMORANDUM FOR: Director, United States Information Agency

ATTENTION: Mr. Henry Loomis,  
Special Assistant to the Director

SUBJECT: Procedure for Nominating Candidates for the  
CIA Basic Orientation Course (3 weeks), and  
the Intelligence Principles and Methods  
Course (4 weeks)

1. To facilitate the processing of United States Information Agency personnel for enrollment in the subject courses, beginning 1 November 1954, it is requested that the following procedures be observed.

a. Enrollment requests should be prepared in five copies for each candidate, using the attached format as a guide for the information required.

b. The requested information usually should be forwarded so as to reach the office of the Director of Training, CIA, at least four weeks prior to the commencement of the course.

2. Each candidate selected for the Basic Orientation Course and the Intelligence Principles and Methods Course will be requested to attend the regular CIA Indoctrination Program conducted the Thursday morning preceding the commencement of the courses. Candidates will report to room 117, Central Building, 2430 E Street, N. W. at 0845.

**SECRET**

COPY

SECRET

3. Scheduling of the subject courses for 1955 is as follows:

a. Basic Orientation

3 January - 21 January  
7 March - 25 March  
2 May - 20 May  
5 July - 22 July

b. Intelligence Principles and Methods

24 January - 18 February  
28 March - 22 April  
23 May - 17 June  
25 July - 19 August

25X1A

4. Upon completion of the processing of personnel into the subject courses, your office will be notified of the time, place, and person to whom the participants should report. For any further information on this project, please call Major

--	--

/s/  
MATTHEW BAIRD  
Director of Training

Attachment: Enrollment Format

OTR/PRS/LES:mjz (22 Oct 54)

Distribution:

Orig. & 1 - Addressee  
1 - D/TR & SS/TR  
1 - SO/OTR  
1 - C/Admin Staff/OTR  
1 - PRS file

**SECRET**

COPY

MEMORANDUM FOR: Director of Training  
Central Intelligence Agency  
2430 E Street, N. W.  
Washington 25, D. C.

FROM: Name, Title, Department

SUBJECT: Request for Enrollment of \_\_\_\_\_ in the CIA  
Basic Orientation Course (3 weeks), and the Intelli-  
gence Principles and Methods Course (4 weeks).

1. Name in Full.
2. Sex.
3. Date of Birth.
4. Place of Birth.
5. Marital Status.
6. Grade or Military Rank.
7. Position Title.
8. Education (Schools, Degrees, Dates).
9. The Nominee has been cleared for access to TOP SECRET material.

---

Signature of Approving Supervisor

Attach 2 Photographs of Applicant  
(1½" x 2")

**SECRET**

**SECRET**

**Executive Registry**



2

13 November 1954

Mr. Theodore C. Streibert, Director  
United States Information Agency  
Washington 25, D. C.

Dear Mr. Streibert:

This Agency welcomes the opportunity to make pertinent training facilities available to personnel of the intelligence organization of the United States Information Agency.

The Director of Training, Mr. Matthew Baird, has arranged with [redacted] to establish a quota of three USIA trainees for each offering of the Basic Orientation course and the Intelligence Principles and Methods course.

[redacted] has been made aware of the special security requirements and administrative details involved in the enrollment of your people in these courses.

Sincerely,

/s/

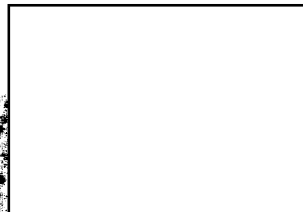
Allen W. Dulles  
Director

CTR/LBS:mjs (9 Nov 54)

Distribution:

25X1A

Orig. and 1 - Addressee  
2 - DCI  
1 - Exec Registry  
1 - SA/IO/DCI  
1 - D/IO  
1 - [redacted]



**SECRET**



**SECRET**

UNITED STATES INFORMATION AGENCY  
WASHINGTON

**COPY**



November 1, 1954

**MEMORANDUM FOR:**

Mr. Allen Dulles, Director  
Central Intelligence Agency,  
2430 "K" Street, N.W.  
Washington, D. C.

**SUBJECT:** Enrollment of USIA personnel in the "CIA Basic Orientation Course" and "Intelligence Principles and Methods Course."

1. In order to increase the efficiency of the new USIA intelligence organization, it is requested that personnel from the Office of Research and Intelligence be permitted to enroll in both the "CIA Basic Orientation Course" and "Intelligence Principles and Methods Course."

2. As you know, all USIA personnel have been cleared up to TOP SECRET under the provisions of Public Law 402, which requires full field investigation by the Civil Service Commission. Naturally, we will comply with any other special security requirements which you might have.

3. This matter has been discussed with Colonel Matthew Baird, Director of Training, who concurs in this request.

/s/

Theodore C. Stralbert  
Director

**SECRET**

SECRET

26 JUL 1955

MEMORANDUM FOR: Director of Training

SUBJECT: Training of Personnel Recruitment Officers

1. As you are well aware, the Agency has been directed to undertake certain high-priority projects. In order to meet the needs of these projects it will be necessary to transfer personnel on board, and where this is not possible, to hire new personnel. This external hiring, in turn, will require the hiring and training of additional recruitment officers.
2. It has been Agency policy and practice to have all new recruitment officers take the Basic Intelligence Course and the Operational Support Course.
3. These courses cover a period of seven weeks and are in addition to three weeks of on-job training given by the Personnel Procurement Division of this Office. Since time is of the essence, both to meet the needs of these priority projects and to get recruiters into the colleges early to interview candidates for the JOT program, I would like to request that consideration be given to the new recruiters taking only the Basic Intelligence Course at this time.
4. We hope to have six recruiters cleared, through processing, and on the job in time to meet the September Basic Intelligence Course. Additional recruiters would be sent to succeeding courses.
5. Arrangements for the new recruiters to take the Operational Support Course at a future date can be made with Mr. [ ] Chief, Personnel Procurement Division. Your approval of this request would be greatly appreciated.

25X1A

25X1A

[ ]  
Marrison G. Reynolds  
Director of Personnel

SECRET

EO-8231

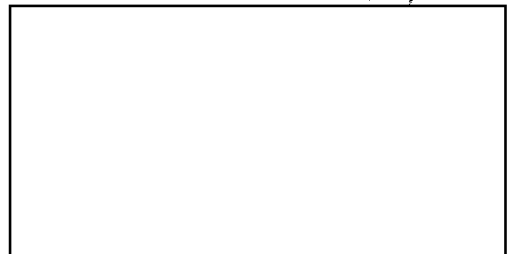
29 AUG 1955

G2-X

MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE  
ATTENTION: Mr. Matthew Baird, Director of Training  
SUBJECT: CIA Intelligence Training Courses

1. G2, DA, thanks you for offering the opportunity to participate in your Basic Orientation and Intelligence Principles and Methods Courses. However, as you may know, we conduct our own schools which provide our specialized training requirements in these fields and all G2, DA personnel are required to attend our Strategic Intelligence School Basic Course which is six weeks duration.
2. Unfortunately, because of the current intelligence work-load here, it is felt that the additional personnel cannot be spared to participate in the courses you offer.

ILLEGIB





UNITED STATES INFORMATION AGENCY  
WASHINGTON

EO-1280

August 26, 1968

MEMORANDUM FOR: Director of Training  
Central Intelligence Agency  
2450 E Street, N.W.  
Washington, D. C.

SUBJECT: Procedure for nominating candidates for  
CIA Intelligence Training Courses

221 HA  
Thank you for your memorandum of 15 August 1968 on the above subject. We are taking steps to obtain nominations from our office chiefs and will be pleased to send you the desired information as requested when candidates are selected for each course.

/s/

Benjamin B. Warfield  
Chief, Training Staff

SECRET

EO-7093

5 AUG 1955

Director of Personnel

Director of Training

Deferment of Training for Recruitment Officers

1. Your request of 26 July, that the enrollment of new recruitment officers in the Operations Support course be deferred to a later date, has my approval. The Office of Training recognizes that high priority projects must regrettably, but necessarily, delay the appropriate training of certain individuals.

2. Requests of this nature are normally handled through liaison between the Training Officer of the asking component and the OTR Registrar, who has the authority to grant requests for deferment of required training.

3. The Registrar considers it advisable, where possible, to fix at the time of the request the date on which the deferred training will be taken.

4. [ ] DD/S Training Officer, is being advised of this request, because he is currently working on the standardizing of training procedures within DD/S components, particularly as to problems of waivers and deferments.

25X1A

SECRET

MATTHEW BAIRD

cc: DD/S Training Officer  
✓OTR Registrar (w/orig. of basic)

SECRET

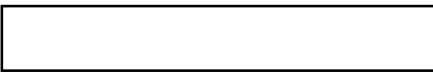
**SECRET**

*File*

*EO-8110*

16 AUG 1955

MEMORANDUM FOR:



25X1A

National Security Agency

SUBJECT:

Procedure for Nominating Candidates for CIA  
Intelligence Training Courses

1. It is the desire of CIA to offer training in our Basic Orientation course (3 weeks) and Intelligence Principles and Methods course (4 weeks) to your professional employees, since we believe that the exchange of ideas and the association of intelligence officers during the training period are mutually beneficial to our agencies. The Office of Training, therefore, is pleased to accept your nomination of (1) intelligence officer to each of the courses described herein.

2. Following are the objectives of the subject courses:

a. Basic Orientation: Mission, organizational structure and functions of the American intelligence community, with emphasis on the Agency.

Nature of clandestine activity, and roles of Agency components in collection, production, coordination, evaluation, and dissemination of intelligence.

Introduction to Communism and the USSR with emphasis on Communist ideology, methods, tactics, and organization of the government and Communist Party.

b. Intelligence Principles and Methods: To instruct and give practice in the skills and methods involved in the processing of intelligence materials.

3. To facilitate the processing of National Security Agency personnel for enrollment in the subject courses, beginning 1 September 1955, it is requested that the following procedures be observed:

**SECRET**

SECRET

EO-8110

a. Enrollment requests should be prepared in original and (5) copies for each candidate, using the attached format as a guide for the information required.

b. The requested information should be forwarded so as to reach the office of the Director of Training, CIA, at least (3) weeks prior to the commencement of the course.

4. Scheduling of the subject courses is as follows:

a. Basic Orientation Course

3 - 21 October 1955  
5 - 23 December 1955  
6 - 24 February 1956  
2 - 20 April 1956

b. Intelligence Principles & Methods Course

26 September - 21 October 1955  
24 October - 18 November 1955  
3 - 27 January 1956  
27 February - 23 March 1956  
23 April - 18 May 1956

5. Upon completion of the processing of personnel into the subject courses, your office will be notified of the time, place and person to whom the participants should report. For any further information, please call

25X1

WALTER BAIRD  
Director of Training

Enclosure:  
Enrollment Form

Distribution:  
Orig. and 1 - Addressee (with 1 encl.)  
1 - DTR & DDTR  
1 - Adm Br/OTR  
1 - PPS/OTR  
1 - SO/OTR  
1 - C/BS/OTR  
1 - C/IS/OTR  
1 - Reg

OTR/REG/CR: amn (22 July 55)

This memo also sent to Depts of  
State, Army, Navy, Air Force

SECRET

SECRET

*file*  
EO-8112

11 AUG 1955

MEMORANDUM FOR: Rear Admiral Carl S. Espe  
Director of Naval Intelligence  
Department of Navy

SUBJECT: Procedure for Nominating Candidates for CIA  
Intelligence Training Courses

1. It is the desire of CIA to offer training in our Basic Orientation course (3 weeks) and Intelligence Principles and Methods course (4 weeks) to your professional employees, since we believe that the exchange of ideas and the association of intelligence officers during the training period are mutually beneficial to our agencies. The Office of Training, therefore, is pleased to accept your nomination of (1) intelligence officer to each of the courses described herein.

2. Following are the objectives of the subject courses:

a. Basic Orientation: Mission, organizational structure and functions of the American intelligence community, with emphasis on the Agency.

Nature of clandestine activity, and roles of Agency components in collection, production, coordination, evaluation, and dissemination of intelligence.

Introduction to Communism and the USSR with emphasis on Communist ideology, methods, tactics, and organization of the government and Communist Party.

b. Intelligence Principles and Methods: To instruct and give practice in the skills and methods involved in the processing of intelligence materials.

3. To facilitate the processing of Department of Navy personnel for enrollment in the subject courses, beginning 1 September 1955, it is requested that the following procedures be observed:

SECRET



SECRET

EO-8112

a. Enrollment requests should be prepared in original and (5) copies for each candidate, using the attached format as a guide for the information required.

b. The requested information should be forwarded so as to reach the office of the Director of Training, CIA, at least (3) weeks prior to the commencement of the course.

4. Scheduling of the subject courses is as follows:

a. Basic Orientation Course

3 - 21 October 1955  
5 - 23 December 1955  
6 - 24 February 1956  
2 - 20 April 1956

b. Intelligence Principles & Methods Course

26 September - 21 October 1955  
24 October - 18 November 1955  
3 - 27 January 1956  
27 February - 23 March 1956  
23 April - 18 May 1956

5. Upon completion of the processing of personnel into the subject courses, your office will be notified of the time, place and person to whom the participants should report. For any further information, please call:

[Redacted]

[Redacted]

[Redacted]

25X1A

MATTHEW BAIRD  
Director of Training

Enclosure:  
Enrollment Form

Distribution:

Orig. and 1 - Addressee (with 1 encl.)  
1 - DTR & DDTR  
1 - Adm Br/OTR  
1 - PPS/OTR  
1 - SO/OTR  
1 - C/BS/OTR  
1 - C/IS/OTR  
1 - Reg ✓

OTR/REG/CR: amm (21 July 55) - 2 -

This memo also sent to Depts. of  
State, Army, Air Force, NSA

SECRET

**SECRET**

EO-8112

**ENROLLMENT FORM**

**MEMORANDUM FOR:** Director of Training  
Central Intelligence Agency  
2430 R Street, N. W.  
Washington 25, D. C.

**FROM:**

**SUBJECT:** Request for Enrollment of \_\_\_\_\_ in the CIA  
Basic Orientation Course (3 weeks) and/or the  
Intelligence Principles and Methods Course (4 weeks)

1. Name in Full (In the case of a married woman, please give both the married name and maiden name.)
2. Sex
3. Date of Birth
4. Place of Birth
5. Marital Status
6. Grade or Military Rank
7. Position Title
8. Education (Schools, Degrees, Dates)
9. Security Officer certification of Top Secret Clearance. (It may read as follows: "\_\_\_\_\_ has been cleared for Top Secret information under Executive Order 10450 on (date clearance is received) based on a security background investigation by the FBI.)

\_\_\_\_\_  
Signature of Security Officer

\_\_\_\_\_  
Signature of Approving Supervisor

Attach two (2) Photographs  
of Applicant (1 1/2" x 2")

**SECRET**

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**SECRET**

NATIONAL SECURITY AGENCY  
WASHINGTON 25, D. C.

EO-8367



Serial:N 6385

7 SEP 55

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DIRECTOR OF CENTRAL INTELLIGENCE

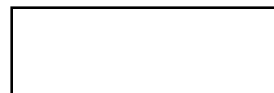
SUBJECT: Nominations of Candidates for CIA Intelligence  
Training Courses

1. Reference is made to CIA Memorandum, Serial OCI-7246-55,  
Subj: Procedure for Nominating Candidates for CIA Intelligence  
Training Courses, 16 Aug 55.

2. Because of time limitations, the National Security Agency  
is unable to submit nominations for the Intelligence Principles  
and Methods Course beginning 26 September 1955 and the Basic  
Orientation Course beginning 3 October 1955. However, this Agency  
is pleased to accept your offer to train one of its employees for  
each of the remaining courses.

3. Names of candidates will be submitted to your Office of  
Training at least three weeks prior to the commencement of each  
course.

FOR THE DIRECTOR:



ILLEGIB

26 15 8 30 AM '55

26 15 5 07 PM '55

SECRET

**SECRET**

25X1A

Approved For Release 2005/06/03 : CIA-RDP78-03930A000100050021-2

Approved For Release 2005/06/03 : CIA-RDP78-03930A000100050021-2

SECRET

20 February 1956

**MEMORANDUM FOR: Director of Training**

**VIA: FI/Training**

**SUBJECT: Waiver of Basic Orientation Course**

25X1A

1. It is requested that the Basic Orientation Course for all professional employees new to the Agency and entering on duty with Project  be deferred until a later date.

2. This request is necessary at this time due to the urgent need for all available personnel.

25X1A



SECRET

SECRET

2 MAR 1956

MEMORANDUM FOR: DTR

25X1A

SUBJECT: Training Plans for Staff Employees Assigned to Project [ ]

1. I endorse the attached request from Chief, FI Division D for deferment of BOC training for new professional employees entering on duty with Project [ ]

25X1A

2. While the urgency of the Project demands the immediate services of the new EOD, we are giving full consideration to the Project's commitment that no staff employee will suffer as a result of his assignment to the Project. In consequence, we are planning for the orderly scheduling of these new staff employees through the BOC. To date these new employees approximate twenty-five at the GS-7 and GS-9 levels. This number will be augmented by five to ten others each month. Commencing on or before July 1956 we will place through the FI Training Office five such employees in each running of the BOC, until all have received this basic training.

3. We are likewise planning within the Project for the full training of both the new staff employee and those staff employees who have been assigned to the Project from other Agency elements so that they will be adequately trained to assume other assignments within the Agency upon termination of the Project. These training requirements will be included in the Clandestine Services submission of "Estimated Training Requirements, FY 1957 (Revised), FY 1958 (Initial)."

[ ]  
Chief, Foreign Intelligence

Attachment

SECRET

00/S

56-0785

THRU : Acting Director of Training  
SE/ED/S, [REDACTED]  
Acting Director of Logistics

25X1A

**Request for Deferral of Basic Orientation Course**

1. The Procurement Division has recently had to assign two key contract negotiators to Project AQUATONE without benefit of replacement. Moreover, the Deputy Director (Support) has approved six additional positions in the Procurement Division to overcome proven shortages of personnel.

25X1A

2. At present one new contract negotiator is attending the Basic Orientation Course and a second contract negotiator is scheduled for the next course. As the period from April to June 30 inclusive is the busiest time for these negotiators, it is requested that Basic Orientation Course for Messrs. [REDACTED] who are scheduled to report in the near future be deferred until after 1 July 1956. This will enable the Division to have available a maximum number of negotiators during the peak period.

25X1A

APPROVAL RECOMMENDED

*8 March 1956*  
[REDACTED]

25X1A

[REDACTED]  
BA/ED/S

APPROVED

9 MAR 1956

[REDACTED]

ILLEGIB

SIGNED

**SUBJECT: Request for Deferment of Basic Orientation Course**

**Distribution:**

- Orig - OL
- 2 - SA/DD/S
- ② - CTR - 1 - Req.
- 1 - OL/PO
- 1 - Subject file (each individual)
- 1 - OL/PATB Official file
- 1 - OL/PT/NO (BOC file)
- 1 - Signer

OL/PT/NO/  (5 March 56)

25X1A



SECRET

EC6-596

15 March 1956

ATTN : Chief, FI  
THROUGH : Chief, FI/Division D  
FI Training Officer  
Acting Director of Training

25X1A

Deferment of BOC Training for  Employees

1. This is to confirm that I have approved the deferment of BOC training for new professional employees entering on duty with Project

25X1A

2. The OTR Registrar will have to identify these employees through contact with FI Training Officer.

SIGNED

25X1A

cc: OTR Registrar  
FI Training Officer

RBS/bec

Distribution:

- Orig & 1 - Addressee
- 1 - FI Trng Officer
- 1 - ADTR
- 1 - OTR Registrar

SECRET